



## **Employment/Contracting Opportunity**

### **PA (Program Assistant) Yap**

**Period of Performance:** 90 day probation. Expected start date: March 1, 2011 (subject to clearance of background check)

**Salary Range:** \$13,754 – 18,158, depending on experience and salary history

**Basic Function of Position:**

Under the supervision of the Pohnpei based PTO (Programming and Training Officer), the PA provides day-to-day support to Peace Corps volunteers in Yap. S/he develops and monitors volunteer projects and local community relations and manages all aspects of operating the local office.

S/He:

- Provides overall volunteer support in Yap, including monitoring volunteer location, weekly check-ins with outer island volunteers, assisting volunteers with health and emergencies, mentoring and coaching volunteers to ensure their success, helping volunteers integrate into the local community, updating volunteers on Peace Corps policy, etc.
- Manages administrative and logistical needs critical to running the local office and supporting volunteers, including procuring goods needed and submitting invoices to head office on a timely basis, maintaining the Peace Corps vehicle, monitoring and logging use of Peace Corps resources, arranging travel logistics, processing paperwork, etc.
- Communicates with the Pohnpei based PTO, and other staff to update them on volunteer activities and challenges and local needs. Requests appropriate support and guidance as needed.
- Develops Yap Peace Corps volunteer sites that match Peace Corps goals, support country goals, and have partners that will work closely with the Peace Corps volunteer to integrate them and help make them successful.
- Recruit, train and monitor relationships with host families who meet safety and cultural goals of host family
- Conducts site visits to volunteers in Yap / outer Islands, on a regular basis. Communicates with host agencies, families, & and communities. Trouble shoots issues that effect volunteer effectiveness, satisfaction, and safety. Will receive strategic direction and mentoring on making these visits from the PTO, who will at times accompany the PA.
- Communicates and cooperates with Yap governments, host agencies, community partners, and local NGOs. Works closely with and updates Yap Liaison officer. Represents Peace Corps to local community.
- Coordinates logistics for training, oversees local language/cross-cultural tutor, coordinates training sessions, responsible for effective local training of volunteers.
- Understands direction of Peace Corps FSM/Palau and implements policies in Yap State.
- Cooperates with PAs in Palau, Chuuk, Pohnpei, and Kosrae to share ideas and help maintain program consistency.

**Qualifications**

**Mandatory**

- Fluency in English. Must be an excellent oral and written communicator and a good listener.
- Minimum education level: Bachelor Degree or local equivalent
- Must be well connected in Yap and outer islands and skilled at developing and maintaining relationships with Yapese, Ulithians, and Americans. Must be comfortable working with nationals of all FSM/Palau States.
- At least 3 years of related work experience in a multi-cultural environment.
- Demonstrated experience mentoring volunteers, employees, or others to be successful.
- Experience managing an office or operation for at least one year.
- Self-sufficient, motivated, and able to operate effectively with no day-to- day supervision. Demonstrated effectiveness at meeting deadlines, managing priorities, multitasking, and operating well under pressure.
- Excellent computer skills (proficient with Microsoft Word and Excel)
- Language/cultural skills in Yapese and Ulithian.

**Desired**

- Demonstrated experience, as a contractor or direct-hire employee, in U.S. Government agencies or Peace Corps.
- Experience working/cooperating with Peace Corps volunteers
- 2 years minimum experience managing employees.

**Submission Requirements**

In order to be considered for this Peace Corps PSC position, interested individuals must submit their **resumes** and a **cover letter addressing how they meet the mandatory qualifications** by email ONLY.

**applicants@fm.peacecorps.gov**

**Tel: 691- 320-2531**

**Resumes must be received no later than Feb 4, 2011.**